

ORDER FOR SUPPLIES					1. PAGE 1 OF 6	
2. PROC INSTRUMENT ID NO (PIIN) F33657-95-D-2966 <small>Mark all packages &amp; papers with this number.</small>		3. CALL ORDER NO 0016	4. DATE OF ORDER* SEP 28 1998	5. REQUISITION PM/PURCHASE REQUEST PROJECT NO.	6. CERTIFIED FOR NATIONAL DEFENSE UNDER D0-C9 BDC REG 2/DMS REG 1 RATING	
7. ISSUED BY ASC/CDS, BLDG 16 AREA B 2275 D STREET WRIGHT-PATTERSON AFB OH 45433-7233 BUYER: 2LT STEPHEN J. SMITH, ASC/CDSK, (937) 255-7003 EXT 4649			8. ADMINISTERED BY DCMC BALTIMORE 200 TOWSONTOWN BLVD TOWSON MD 21204-5299			
9. CONTRACTOR NAME AND ADDRESS MANAGEMENT CONSULTING & RESEARCH 2000 CORPORATE RIDGE, SUITE 850 McLEAN VA 22101			10. MAIL INVOICES TO		11. DISCOUNT FOR PROMPT PAYMENT 1ST N % DAYS NET 2ND % DAYS OTHER 3RD % DAYS IF "B" SEE SECT "B"	
12a. PURCHASE OFFICE POINT OF CONTACT AQR/A8J/ATS			13. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS P O BOX 182264 COLUMBUS OH 43218-2264			
12b. RESERVED FOR SERVICE/AGENCY USE		14. TYPE CONTRACTOR B				
15. SECURITY a. CLAS U b. DATE OF DD 254		16. CONTRACT ADMINISTRATION DATA A. FAST PAY B. CONTRACT (1) KIND 6 (2) TYPE 9 C. ABSTRACT RECIP ADP POINT D. SPL CONT PROVISIONS E. CONT ADMIN FUNC LMT				
17. RESERVED		18. SVC/AGENCY USE	19. SURV CRIT C	20. TOTAL AMOUNT \$200,000.00		
21. APPROPRIATION AND ACCOUNTING DATA A. SCTY CLAS B. ACRN C. APPROPRIATION D. LIMIT SUBHEAD E. SUPPLEMENTAL ACCOUNTING CLASSIFICATION F. CPN RECIPIENT DODAAD G. OBLIGATION AMOUNT H. NON-CLIN/ELIN PAYMENT PROV I. SVC AGENCY USE						
22. TYPE OF ORDER DELIVERY/TASK X NON-DOD CONTRACT NUMBER PURCHASE REFERENCE YOUR FURNISH THE FOLLOWING ON TERMS SPECIFIED HEREIN						
23. UNITED STATES OF AMERICA LYTUS JORDAN BY: NAME OF CONTRACTING/ORDERING OFFICER AND DATE 98 SEP 25 (YYMMDD)						
25. QUANTITY ORDERED HAS BEEN INSPECTED RECEIVED ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS STATED			26. SHIP NO PARTIAL FINAL		27. D.O.VOUCHER NO	
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE 35. I CERTIFY THIS AMOUNT IS CORRECT AND PROPER FOR PAYMENT SIGNATURE AND TITLE OF CERTIFYING OFFICER			30. PAYMENT COMPLETE PARTIAL FINAL		31. PAID BY	
36. RECEIVED AT			37. RECEIVED BY	38. DATE RECEIVED	39. TOTAL CONTAINERS	
40. S/R ACCOUNT NUMBER			41. S/R VOUCHER NUMBER			
42. AMOUNT VERIFIED CORRECT FOR			43. CHECK NUMBER			
44. BILL OF LADING NUMBER			45. S/R VOUCHER NUMBER			

1. This delivery order 0016 is issued pursuant to H-013 entitled "Orders" Clause of the above numbered contract, F33657-95-D-2966. The contractor shall provide effort in accordance with the Statement of Work (SOW), "FINANCIAL ANALYSIS FOR HQ AFMC/FMR", as specified in CLIN 0001 below at a ceiling amount of \$200,000.00.

2. SECTION B

<u>Item No</u>	<u>Supplies/Services</u>		<u>Quantity</u> <u>Purch Unit</u>	<u>Unit Price</u> <u>Total Item Amount</u>
0001	CLIN ESTABLISH	sec class: U	1	\$191,099.60
			LO	\$191,099.60

noun: PROGRAM INTEGRATION AND ANALYSIS  
acrn: AA nsn: N  
site codes pqa:D acp:D fob:D  
pr/mipr data: F666FM82290100  
type contract: Y

descriptive data:

a. The contractor will provide Program Integration and Analysis plus Financial Analysis Support as specified in the Statement of Work (SOW) "Financial Analysis for HQ AFMC/FMR", dated 98 Sep 18 (Atch 1). Listed below are the negotiated labor categories and corresponding estimated number of labor hours for each category.

98 Sep 30 – 99 Sep 30

<u>Labor Category</u>	<u>Estimated Hours</u>
Project Manager	510
Senior Analyst(PL)	740
Senior Analyst	303
Journeyman Analyst	200
Analyst	150
Programmer	402
Data Technician	499
TOTAL	2,804

b. The CLIN ceiling is \$191,099.60 for a total of 2,804 labor hours. This CLIN is fully funded.

<u>Item No</u>	<u>Supplies/Services</u>		<u>Purch Unit</u>	<u>Total Item Amount</u>
0002	CLIN ESTABLISH	sec class: U	1 LO	NSP NSP

noun: DATA – EXHIBIT A  
acrn: AA    nsn: N  
site codes pqa: D acp: D fob: D  
pr/mipr data: F666FM82290100  
type contract: Y

descriptive data:  
The contractor shall provide data in accordance with Contract Data Requirements List, DD Form 1423, dated 98 Sep 21, attached hereto as Exhibit A. The price of this item is included in the price of Item 0001 above.

<u>Item No</u>	<u>Supplies/Services</u>		<u>Purch Unit</u>	<u>Total Item Amount</u>
0003	CLIN ESTABLISH	sec class: U	1 LO	\$320.40 \$320.40

noun: MATERIALS  
acrn: AA    nsn: N  
site codes pqa:D acp:D fob:D  
pr/mipr data: F666FM82290100  
type contract: Y

descriptive data:  
a. The contractor will provide materials needed in the completion of Item 0001 above.  
  
b. The CLIN ceiling is \$320.40. This CLIN is fully funded.

<u>Item No</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit Price</u>
		<u>Purch Unit</u>	<u>Total Item Amount</u>
0005	CLIN ESTABLISH	sec class: U	1
		LO	\$8,580.00

noun: TRAVEL AND COMPUTER SERVICES

acrn: AA nsn: N

site codes pqa:D acp:D fob:D

pr/mipr data: F666FM82290100

type contract: S

descriptive data:

a. Travel and computer services required in the performance of CLIN 0001 above.

b. CLIN ceiling is \$8,580.00. This CLIN is fully funded.

### 3. SECTION F

<u>Item No</u>	<u>Supplies Schedule Data</u>	<u>Delivery Quantity</u>	<u>Schedule Date</u>
0001	CLIN Del Sch	Sec Class: U	
	acrn: AA		
	ship to: U	1	99 Sep 30

descriptive data:

The period of performance shall be complete 99 Sep 30.

0002	CLIN Del Sch	Sec Class: U	
	acrn: AA		
	ship to: U	1	ASREQ

descriptive data:

The period of performance shall be concurrent with CLIN 0001 above.

0003	CLIN Del Sch	Sec Class: U	
	acrn: AA		
	ship to: U	1	ASREQ

descriptive data:

The period of performance shall be concurrent with CLIN 0001 above.

Period of performance shall be concurrent with CLIN 0001 above.

In accordance with FAR Clause 52.232-22 "Limitation of Cost", the estimated cost for CLIN 0005 is \$8,580.00. This CLIN is fully funded and will support the completion of the order through its end on 99 Sep 30.

7. SECTION J

<u>Document</u>	<u>Title and Date</u>	<u>No. of Pages</u>
Atch 1	Statement of Work entitled "FINANCIAL ANALYSIS FOR HQ AFMC/FMR", dated 98 Sep 18	3
Exhibit A	Contract Data Requirements List (CDRL)1423 dated 98 Sep 21.	1

STATEMENT OF WORK  
FINANCIAL ANALYSIS FOR HQ AFMC/FMR  
18 September 1998

## 1.0 INTRODUCTION

1.1 SCOPE: This Statement of Work (SOW) provides program integration and analysis plus financial analysis support to HQ AFMC/Support and Industrial Operations Division (FMR) in accordance with ASC/FM Contract SOW.

1.2 BACKGROUND: In the late 1980s, AFMC recognized the need for a tool to transfer their current collective knowledge of financial management to future analysts. This need was filled when the knowledge was organized and presented as the AFMC Financial Management Handbook. The resulting tool proved to be both a valuable reference source and a useful training instrument.

Changes in public laws, governing regulations and changes in procedures from Congress, DoD, and HQ USAF have a continuing impact on AFMC financial management practices. As a result, the handbook was updated annually.

The merger of AFSC and AFLC to form AFMC required the scope of the handbook to be expanded to include a Book 3. Book 3 chapters cover the Air Force Working Capital Fund (AFWCF) elements and the USAF Weapon System Sustainment Processes.

In 1996, the handbook was converted to a user-friendly hypertext tool for distribution via CD-ROM. This hypertext version included customized links to and from selected regulations (AFR 177-101 and AFI 65-601), plus links within and between the handbook chapters. The hypertexted CD-ROM version was renamed the AFMC Financial Management Reference System (FMRS), to represent the need for financial managers to have all available tools at their disposal when performing their jobs.

With the growth of Internet technology, the World Wide Web has emerged as the natural home for the FMRS, eliminating the need for costly CD-ROM distribution and allowing rapid centralized updating. This AFMC FMRS Home Page is now the new home for the current and future iterations of the FMRS.

The purpose of this task order is to support AFMC's Financial Managers in performing their assignments. This is accomplished by including new tools in the FMRS as they are developed.

## 2.0 Applicable Documents:

2.1 DoD Financial Management Regulation 7000.14-R, Volumes 1 through 15.

2.2 DoDD 5000.1, Defense Acquisition.

2.3 DoD 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs.

2.4 Air Force and AFMC Directives and Instructions in the 20, 21, 23, 61, 62, 63, 64, 65 series.

2.5 The AFMC Financial Management Handbook.

2.6 The AFMC Financial Management Reference System.

2.7 Other DoD, Air Force, and AFMC directives, instructions, regulations, and documents as applicable.

3.0 Requirements: the contractor shall provide financial analysis support to HQ AFMC/FMR as listed in the following paragraphs:

3.1 The contractor shall conduct discussions and interviews with the FPWG, its process subgroups, members of the AFMC FMRS Executive Review Group (ERG), and HQ AFMC/FMR personnel. In addition, the contractor shall analyze the content of Book 3 AFWCF and USAF Weapon System Sustainment Processes chapters (to include both existing and those chapters being developed or revised by the contractor and/or the FPWG subgroups). Based on the discussions, interviews, and analysis, the contractor shall develop flowcharts showing the Planning, Programming, and Budgeting System (PPBS) Schedule for the AFMC AFWCF activity groups (AGs). AGs to be charted are the Depot Maintenance AG (DMAG), the Supply Management AG (SMAG), and the Information Systems AG (ISAG). The contractor shall also develop a flow chart showing the PPBS Schedule for AFMC appropriated funds. The contractor shall then analyze the cross-feeds among the flow charts to determine if the events are properly phased. When disconnects are revealed the contractor shall conduct a detailed analysis of each disconnect and recommend proposed solutions. The contractor shall develop a scripted set of four briefings, with progressively advancing levels of information, which portrays how HQ AFMC/FMR is organized and functions to fulfill their role as the AFMC financial manager for the AFWCF. The set of briefings will also generally detail all activities associated with the AFWCF. When approved by AFMC/FMR, the FPWG, and the FMRS ERG, the results of the analysis and the associated briefing will be included in the FMRS. (CDRL A0006)

3.2 The contractor shall provide monthly progress/status reports. The reports will discuss work underway, any difficulties or concerns, and a financial status of the task order. (CDRL A0004)

3.3 Travel: No travel is anticipated.

4.0 Other Considerations: Principle place of work shall be the contractor's office in the Dayton, Ohio area.

5.0 Security: Unclassified



6.0 Period of Performance: The POP for this effort is 365 days.

7.0 HQ AFMC/FMR Point of Contact:

Capt. Kent Meredith

HQ AFMC/FMRA

4375 Chidlaw Road, Suite 6

Wright-Patterson AFB, OH 45433-5006

(937) 656-0857

CONTRACT DATA REQUIREMENTS LIST

(2 Data Items)

Form Approved  
CMB No. 0704-0118

Public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0118), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract. PR No. listed in Block E.

A Contract Line Item No 0002		B Exhibit A		C Category TDP _____ TM _____ OTHER _____			
D System/Item Specialized Compt Func Support				E Contract/PR NO F33657-95-D-2966		F Contractor	
1 Data Item No A0004		2 Title of Data Item: Progress / Status Report				3 AFMC FMRS	
4 Authority (Data Acquisition Document No.) DI-MGMT-80227				5 Contract Reference SOW Para 3.2		6 Requiring Office HQ AFMC/FMR	
7 DD 250 Req LT	9 Dist Statement Required N/A	10 Frequency See Blk 16	12 Date of First Submission 45 days ARO		14 Distribution		
8 APP Code N		11 As of Date See Blk 16	13 Date of Subsequent Submission See Blk 16	a. Addressee	b. Copies		
					Draft	Final	
					Reg	Repro	
16. REMARKS  First report shall be delivered 45 days ARO, and every 30 days thereafter.				ASC/CDSY	LT		
				HQ AFMC/FMR	I		
15. TOTAL					I	I	
1 Data Item No A0006		2 Title of Data Item: Technical Report - Study/Services				3 Subtitle PPBS flow-charts	
4 Authority (Data Acquisition Document No.) DI-MISC-80508				5 SOW Para 3.1.2		6 Requiring Office HQ AFMC/FMR	
7 DD 250 Req LT	9 Dist Statement Required N/A	10 Frequency See Block 16	12 Date of First Submission See Block 16		14 Distribution		
8 APP Code N		11 As of Date See Block 16	13 Date of Subsequent Submission See Block 16	a. Addressee	b. Copies		
					Draft	Final	
					Reg	Repro	
16. REMARKS  The contractor shall present interim status briefings 90, 180, and 270 days after ARO. The contractor shall submit a draft report and the associated briefings 300 days after ARO. The Government has 30 days to provide comments. The final report is due 30 days after receipt of Government comments.				ASC/CDSY	LT	LT	
				HQ AFMC/FMR	4	4	
15. TOTAL					4	4	
G PREPARED BY Capt Kent Meredith HQ AFMC/FMRA (937) 656-0857		H. DATE 21 Sep 98		I. APPROVED BY <i>James C. Holsinger</i>		J. DATE 21 Sep 98	